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MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT : Participation in Fall and Winter Test - 1955-56
of Emergency Relocation Plan

REFERENCES : (A) Memorandum to Heads of Executive Departments and Agencies from the Director of the Office of Defense Mobilization, Subject: "Individual Agency Tests, Fall and Winter 1955-56," dated 14 October 1955 (Program Memorandum X-4).

(B) Annex 1 to Program Memorandum X-4, dated 14 October 1955 - Assumptions for Use as Needed in Fall and Winter Tests 1955-56.

(C) Memorandum for the Record, Subject: "Conference with Lt. Gen. Willard S. Paul and Mr. Innis D. Harris of the Office of Defense Mobilization re Fall and Winter Test - 1955-56," prepared by Mr. [redacted] dated 15 November 1955.

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1. The Director of the Office of Defense Mobilization has, by the terms of Reference (A), called upon the head of each executive department and agency to conduct an individual test of his emergency relocation plan at some time of his own choosing between 15 November 1955 and 15 February 1956 under assumptions set forth in Reference (B).

2. The duration of the test is within the discretion of the head of the agency, although a minimum of eight hours for actual operations at the relocation site is suggested by Reference (A). The general objective is to advance mobilization readiness; the specific objective is to extend operational capabilities by improving, where possible, upon procedures developed in Operation Alert 1955. The test is directed primarily to the activation and operational readiness of the emergency relocation sites, rather than to the consideration of substantive problems. The number of individuals participating is within the discretion of the head of the agency.

3. The guidance set forth in Reference (A) has been held to a minimum in order to afford the head of each agency the opportunity of placing emphasis upon those aspects of operational readiness which in his judgment need the most improvement. Included in this guidance is a recommendation that the head of each agency hold disclosure of the exact time of the test to a minimum in order to provide an element of surprise; that private transportation facilities be used by the individual participants; that the internal facilities of the relocation site be tested; and that the maintenance of executive direction at the site be tested during the exercise. Provision is made for the designation of an Inspector by the Office of Defense Mobilization to work with the agency staff in the same manner as was done during Operation Alert 1955.

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4. On 15 November 1955 [] conferred with Lt. Gen. Willard S. Paul, Assistant Director of the Office of Defense Mobilization (Plans and Readiness) and with his deputy, Mr. Innis D. Harris, with regard to our participation in the test. He proposed that our plan for participation be along the lines of alerting and sending to the site selected members of the relocation force who had not participated in Operation Alert 1955 and devoting the exercise period to familiarizing them with the Center and indoctrinating them as to their emergency duties, with special emphasis upon the vital documents kept on file there by their respective offices. The emergency communications facilities are kept in a state of readiness and could be tested during the exercise in any manner prescribed. General Paul and Mr. Harris expressed the view that the proposed participation outlined herein would be beneficial and would fulfill the requirements of the test.

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5. In the light of this further guidance on the subject we conferred with planning representatives of DD/P and DD/I, and they have expressed their agreement with the proposed participation of this Agency along the lines described above. The consensus of opinion was to the effect that the latter part of January or early February, 1956, would be a suitable time for the test.

6. Accordingly, it is recommended that:

a. The three Deputy Directors designate members of their respective portions of the emergency force to participate in the exercise in numbers of their own choosing, consistent with the requirements of the orderly transaction of business;

b. That designation be limited to members who did not participate in Operation Alert 1955;

c. That, notwithstanding the requirements of surprise, the designated participants be notified in advance as to the time of the exercise in order to avoid undue derangement of regularly scheduled business;

d. That the test be initiated during the morning of a duty day, and that the participants proceed from their posts of duty to the Relocation Center;

e. That time spent at the site be devoted to a program of familiarization and indoctrination as to the site and its facilities, with special emphasis upon the vital documents kept on file in the repository;

f. That the emergency communications facilities be given such test as may be determined to be desirable by the Director of Communications, either individually or in concert with elements at High Point;

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g. That participation be limited to one day, inclusive of travel time to and from the Center;

h. That the actual test take place on or about 1 February 1956.

7. If the foregoing recommendations are approved, it is further recommended that the CIA Emergency Planning Officer be directed to work out the detailed plans for the exercise with the planning representatives of the major components of the Agency.

L. K. WHITE
Deputy Director (Support)